Microsoft® Office 2010 Introductory, 1/e

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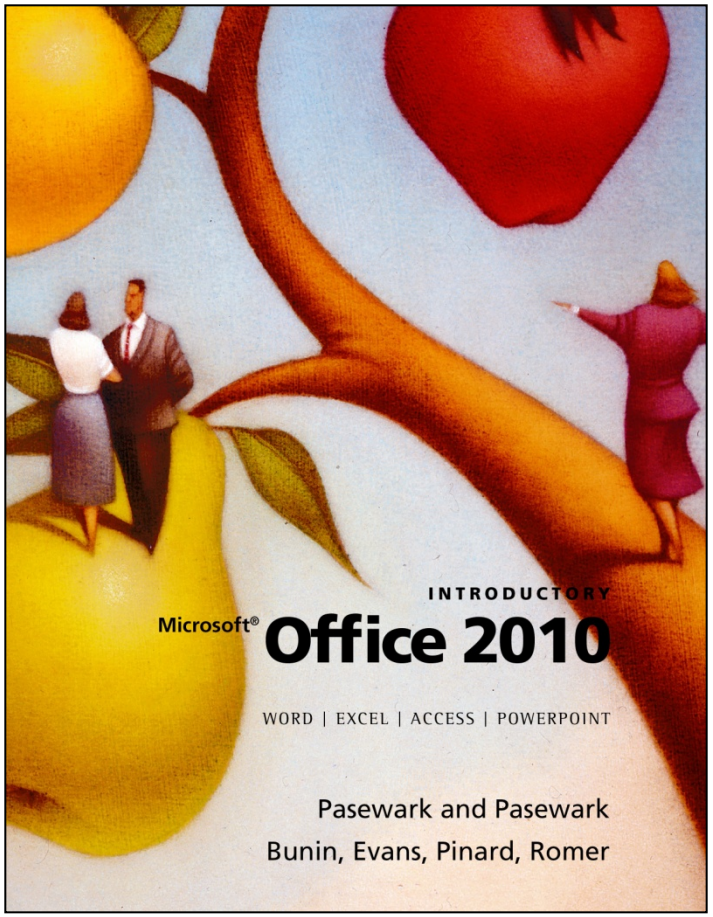

The Pedagogical Approach

- Introductory coverage of Microsoft Office 2010 application skills
- Concept behind each skill is presented before steps
- Step-by-step instruction – offers hands-on practice
- Screenshot reinforcement for steps provides visual aspect
- Marginal boxes provide extra insight on the topic at hand
- End-of-lesson review questions, projects, and critical thinking activities allow users to practice what they have learned

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Lesson Opener

Each Lesson opens with **Objectives,** a list of **Vocabulary** words, **data** files needed to complete the lesson and **Estimated Completion Time**

Estimated Time: 1.5 hours

LESSON 1

Understanding Excel Fundamentals

OBJECTIVES

Upon completion of this lesson, you should be able to:

- Open an existing workbook.
- Navigate in a worksheet.
- Save a workbook.
- Select cells and enter data.
- Edit cell contents.
- Manipulate worksheets in the workbook.
- Change workbook views.
- Preview and print worksheets.
- Add headers and footers.
- Close a workbook.

DATA FILES

To complete this lesson, you will need these data files:

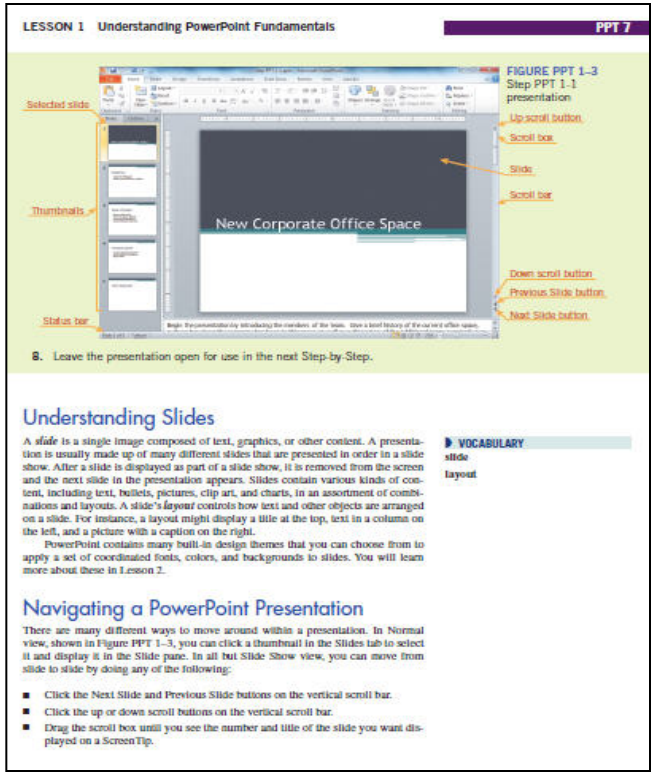
Step EX 1-1.xlsx
Project EX 1-1.xlsx
Project EX 1-3.xlsx
Project EX 1-4.xlsx
Project EX 1-5.xlsx
Activity EX 1-1.xlsx

VOCABULARY

active cell
cell
cell reference
column
footer
formula bar
freeze panes
header
Name box
range
row
select
sheet
sheet tab
spreadsheet software
workbook
workbook window
worksheet
...

Introduction of Concepts

Each concept is introduced before the step-by-step instructions.



LESSON 1 Understanding PowerPoint Fundamentals PPT 7

FIGURE PPT 1–3 Step PPT 1-1 presentation

Selected slide, Thumbnails, Status bar, Up scroll button, Scroll box, Slide, Scroll bar, Down scroll button, Previous Slide button, Next Slide button

8. Leave the presentation open for use in the next Step-by-Step.

Understanding Slides

A *slide* is a single image composed of text, graphics, or other content. A presentation is usually made up of many different slides that are presented in order in a slide show. After a slide is displayed as part of a slide show, it is removed from the screen and the next slide in the presentation appears. Slides contain various kinds of content, including text, bullets, pictures, clip art, and charts, in an assortment of combinations and layouts. A slide's *layout* controls how text and other objects are arranged on a slide. For instance, a layout might display a title at the top, text in a column on the left, and a picture with a caption on the right.

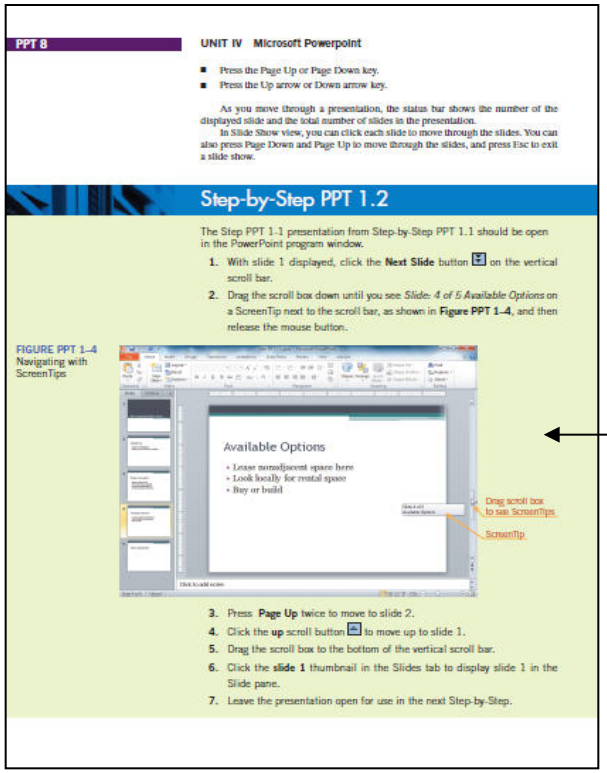
PowerPoint contains many built-in design themes that you can choose from to apply a set of coordinated fonts, colors, and backgrounds to slides. You will learn more about these in Lesson 2.

VOCABULARY
slide
layout

Navigating a PowerPoint Presentation

There are many different ways to move around within a presentation. In Normal view, shown in Figure PPT 1–3, you can click a thumbnail in the Slides tab to select it and display it in the Slide pane. In all but Slide Show view, you can move from slide to slide by doing any of the following:

- Click the Next Slide and Previous Slide buttons on the vertical scroll bar.
- Click the up or down scroll buttons on the vertical scroll bar.
- Drag the scroll box until you see the number and title of the slide you want displayed on a ScreenTip.



PPT 8 UNIT IV Microsoft Powerpoint

- Press the Page Up or Page Down key.
- Press the Up arrow or Down arrow key.

As you move through a presentation, the status bar shows the number of the displayed slide and the total number of slides in the presentation.

In Slide Show view, you can click each slide to move through the slides. You can also press Page Down and Page Up to move through the slides, and press Esc to exit a slide show.

Step-by-Step PPT 1.2

The Step PPT 1-1 presentation from Step-by-Step PPT 1.1 should be open in the PowerPoint program window.

1. With slide 1 displayed, click the **Next Slide** button on the vertical scroll bar.
2. Drag the scroll box down until you see *Slide: 4 of 5 Available Options* on a ScreenTip next to the scroll bar, as shown in **Figure PPT 1–4**, and then release the mouse button.

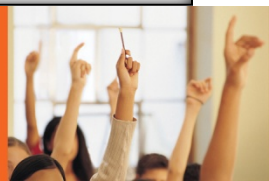
FIGURE PPT 1–4 Navigating with ScreenTips

Available Options
- Lease nonadjacent space here
- Look locally for rental space
- Buy or build

Drag scroll box to see ScreenTips, ScreenTip

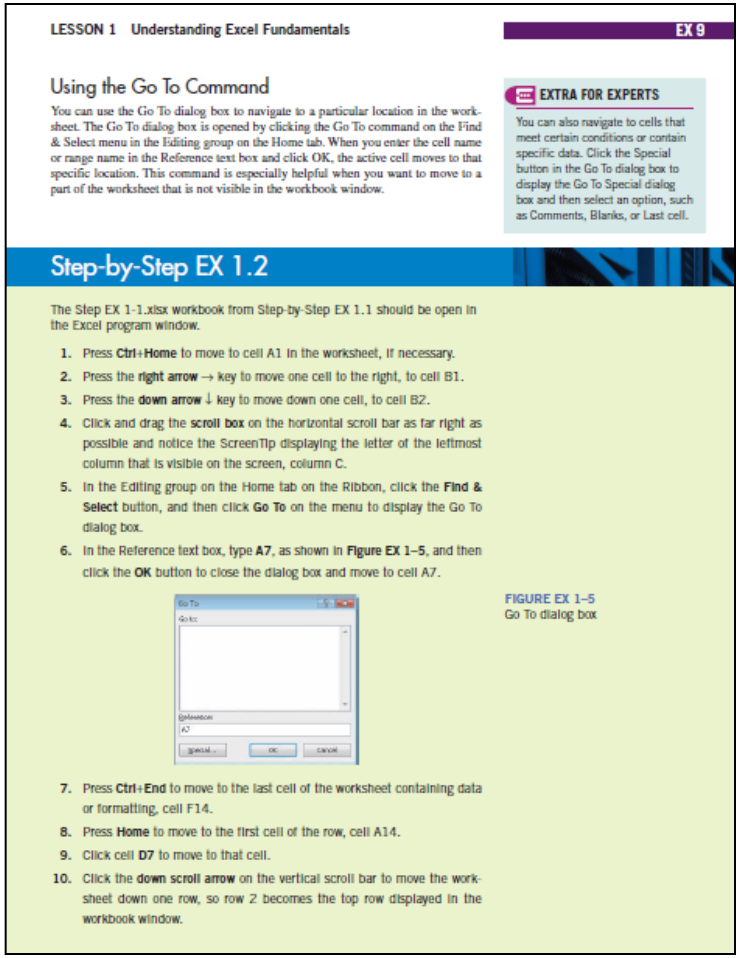
3. Press **Page Up** twice to move to slide 2.
4. Click the **up** scroll button to move up to slide 1.
5. Drag the scroll box to the bottom of the vertical scroll bar.
6. Click the **slide 1** thumbnail in the Slides tab to display slide 1 in the Slide pane.
7. Leave the presentation open for use in the next Step-by-Step.

Screenshots, with multiple call-outs, provide a visual representation of the task the steps will cover.



Step-by-Step Instruction

Step-by-Step instructions walk students through the skill being introduced



LESSON 1 Understanding Excel Fundamentals

EX 9

Using the Go To Command

You can use the Go To dialog box to navigate to a particular location in the worksheet. The Go To dialog box is opened by clicking the Go To command on the Find & Select menu in the Editing group on the Home tab. When you enter the cell name or range name in the Reference text box and click OK, the active cell moves to that specific location. This command is especially helpful when you want to move to a part of the worksheet that is not visible in the workbook window.

EXTRA FOR EXPERTS

You can also navigate to cells that meet certain conditions or contain specific data. Click the Special button in the Go To dialog box to display the Go To Special dialog box and then select an option, such as Comments, Blanks, or Last cell.

Step-by-Step EX 1.2

The Step EX 1-1.xlsx workbook from Step-by-Step EX 1.1 should be open in the Excel program window.

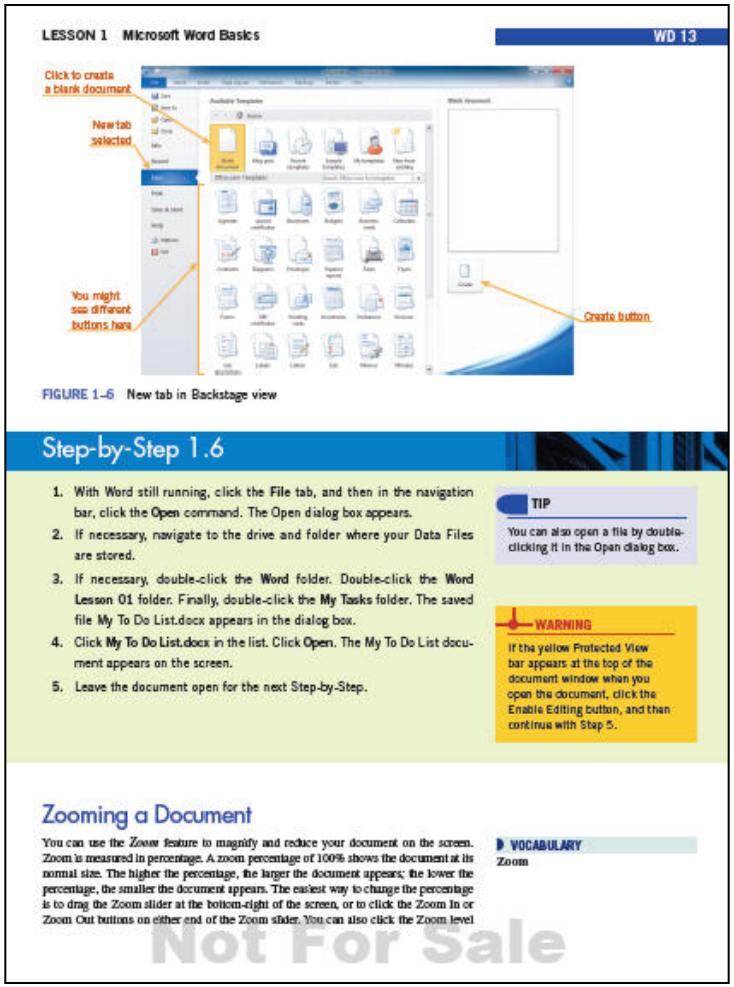
1. Press **Ctrl+Home** to move to cell A1 in the worksheet, if necessary.
2. Press the **right arrow** → key to move one cell to the right, to cell B1.
3. Press the **down arrow** ↓ key to move down one cell, to cell B2.
4. Click and drag the **scroll box** on the horizontal scroll bar as far right as possible and notice the ScreenTip displaying the letter of the leftmost column that is visible on the screen, column C.
5. In the Editing group on the Home tab on the Ribbon, click the **Find & Select** button, and then click **Go To** on the menu to display the Go To dialog box.
6. In the Reference text box, type **A7**, as shown in **Figure EX 1–5**, and then click the **OK** button to close the dialog box and move to cell A7.

FIGURE EX 1–5
Go To dialog box

7. Press **Ctrl+End** to move to the last cell of the worksheet containing data or formatting, cell F14.
8. Press **Home** to move to the first cell of the row, cell A14.
9. Click cell **D7** to move to that cell.
10. Click the **down scroll arrow** on the vertical scroll bar to move the worksheet down one row, so row 2 becomes the top row displayed in the workbook window.

Screenshots reinforce the step-by-step instruction, showing students what they should see on their screen

Marginal Elements



LESSON 1 Microsoft Word Basics WD 13

Click to create a blank document

New tab selected

You might see different buttons here

Create button

FIGURE 1–6 New tab in Backstage view

Step-by-Step 1.6

1. With Word still running, click the **File** tab, and then in the navigation bar, click the **Open** command. The Open dialog box appears.
2. If necessary, navigate to the drive and folder where your Data Files are stored.
3. If necessary, double-click the **Word** folder. Double-click the **Word Lesson 01** folder. Finally, double-click the **My Tasks** folder. The saved file My To Do List.docx appears in the dialog box.
4. Click **My To Do List.docx** in the list. Click **Open**. The My To Do List document appears on the screen.
5. Leave the document open for the next Step-by-Step.

TIP

You can also open a file by double-clicking it in the Open dialog box.

WARNING

If the yellow Protected View bar appears at the top of the document window when you open the document, click the Enable Editing button, and then continue with Step 5.

Zooming a Document

You can use the Zoom feature to magnify and reduce your document on the screen. Zoom is measured in percentage. A zoom percentage of 100% shows the document at its normal size. The higher the percentage, the larger the document appears; the lower the percentage, the smaller the document appears. The easiest way to change the percentage is to drag the Zoom slider at the bottom-right of the screen, or to click the Zoom In or Zoom Out buttons on either end of the Zoom slider. You can also click the Zoom level

VOCABULARY

Zoom

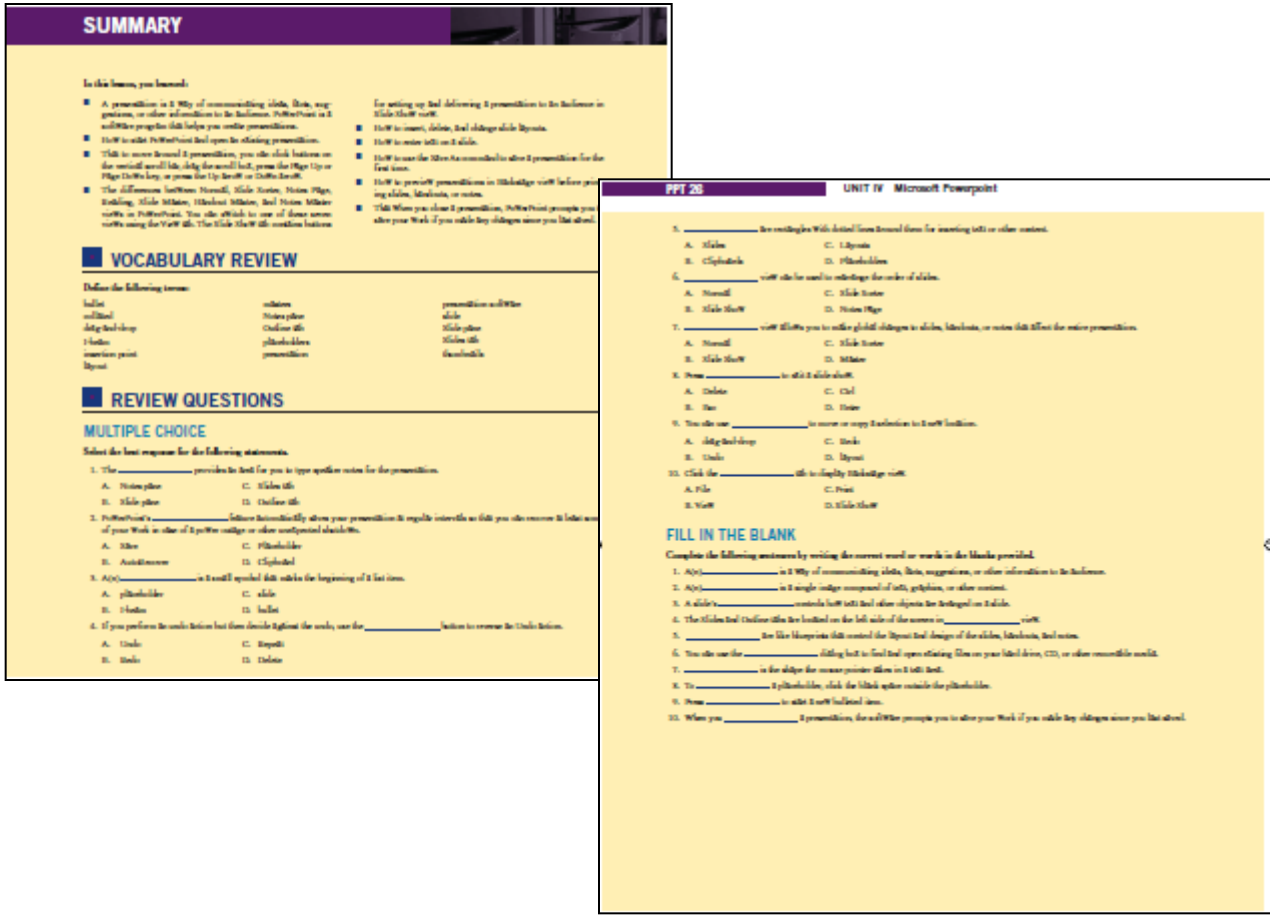
Not For Sale

Hot Tip boxes give students tips on how to complete a task associated with the exercise

Warning boxes provide students with helpful information regarding a situation they might come across during the exercise

End of Lesson Exercises

Each Lesson ends with a **Summary, Vocabulary Review,** and **Review Questions** (T/F, Multiple Choice, Fill in the Blank)



SUMMARY

VOCABULARY REVIEW

REVIEW QUESTIONS

MULTIPLE CHOICE

FILL IN THE BLANK

End of Lesson Projects

PROJECTS

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at *www.cengage.com/sam2010* to download the instruction and start files.

PROJECT PPT 1–1

1. Start PowerPoint and open the presentation **Project PPT 1–1** from the folder containing the data files for this lesson.
2. Save the presentation with the filename **Tracking Graduates *XXX*** (replace *XXX* with your initials).
3. Switch to Slide Show view and advance through the entire presentation.
4. Display slide 1 in Normal view.
5. Change the presenter's name to your name.
6. Display slide 2.
7. Insert a new slide with the Title Only layout.
8. Type **When does tracking begin?** in the title placeholder.
9. Change the layout of the slide to Title and Content.
10. Type **One year after graduation** in the content placeholder.
11. Switch to Slide Sorter view.
12. Move slide 4 to the slide 2 position.
13. Delete slide 2.
14. Save and close the presentation.

PROJECT PPT 1–2

1. Open the presentation **Project PPT 1–2** from the folder containing the data files for this lesson.
2. Save the presentation as **Health Challenge *XXX*** (replace *XXX* with your initials).
3. On slide 1, replace *Presenter Name* with your name.
4. On slide 2, type **Improve company image** as the fourth bulleted item in the list.
5. Change the layout of slide 3 to Title and Content.
6. Delete slide 4.
7. On slide 6, in the second bulleted item, delete the words *in what areas.*
8. In the fourth bulleted item, delete the word *yet* and type **need**.
9. Increase the indent for the second and third bulleted items to a second level.
10. Display slide 1.
11. Switch to Slide Show view and advance through the entire presentation.
12. Save the presentation and leave it open for use in the next project.

PROJECT PPT 1–3

The **Health Challenge *XXX*** presentation from Project PPT 1–2 should be open in the PowerPoint program window.

1. Save the presentation as **Health Challenge 2 *XXX***.
2. Select slide 4 and view it in Notes Page view.
3. Type the following speaker note in the placeholder:

   Discuss the brands and types of equipment that will be available, such as the exercise bikes and treadmills. Remember to ask if there are any questions.
4. Switch to Normal view. In the Outline tab, on slide 6, click after the word made in the last bulleted item and press Enter to create a new blank bulleted item. Type the following text:

   Health Challenge committee has been created
5. In the Slide pane, select the new bulleted item, and then use drag-and-drop to move it into position as the first bulleted item on the slide.
6. Preview the presentation in Backstage view, and then print handouts 6 per page (vertical).
7. Save and close the presentation.

ON YOUR OWN

Open **Health Challenge 2 *XXX***. Print the one slide that you

PROJECT PPT 1–4

1. Open the presentation **Office Space *XXX*** from the folder containing the data files for this lesson.
2. Display slide 4.
3. Copy the three bulleted items on the slide.
4. Close the file without saving changes.
5. Open the presentation **Project PPT 1-4** from the folder containing the data files for this lesson.
6. Save the presentation as **Office Space Progress *XXX*** (replace *XXX* with your initials).
7. On slide 2, paste the copied text stored on the Clipboard into the content placeholder.
8. Switch to Slide Sorter view, and then move slide 6 to the slide 5 position.
9. Move slide 7 to the slide 6 position.
10. Use the Slide Show tab to start the presentation in Slide Show view from the beginning. Advance through the entire presentation.
11. Save and close the presentation.

ON YOUR OWN

Open **Office Space Progress *XXX***. Add speaker notes to two

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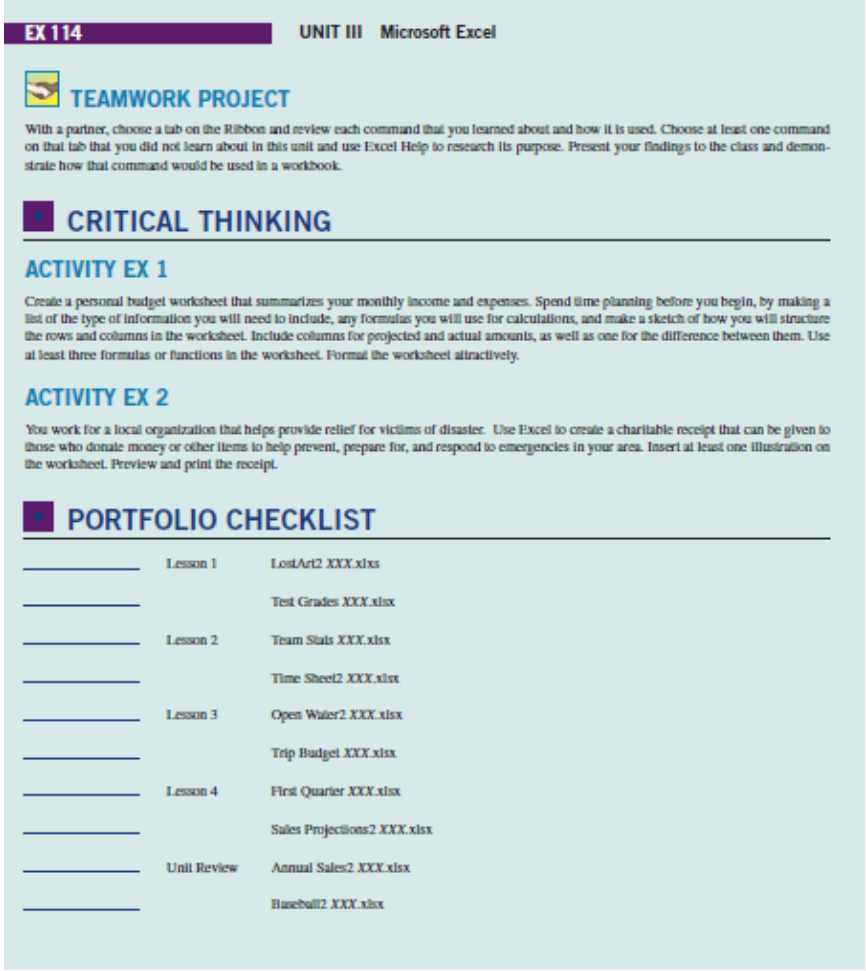
End-of-Lesson **Projects** provide students with hands-on practice with the skills they have learned in the chapter within a variety of scenarios.

Critical Thinking Activities



EX 114 UNIT III Microsoft Excel

TEAMWORK PROJECT

With a partner, choose a tab on the Ribbon and review each command that you learned about and how it is used. Choose at least one command on that tab that you did not learn about in this unit and use Excel Help to research its purpose. Present your findings to the class and demonstrate how that command would be used in a workbook.

CRITICAL THINKING

ACTIVITY EX 1

Create a personal budget worksheet that summarizes your monthly income and expenses. Spend time planning before you begin, by making a list of the type of information you will need to include, any formulas you will use for calculations, and make a sketch of how you will structure the rows and columns in the worksheet. Include columns for projected and actual amounts, as well as one for the difference between them. Use at least three formulas or functions in the worksheet. Format the worksheet attractively.

ACTIVITY EX 2

You work for a local organization that helps provide relief for victims of disaster. Use Excel to create a charitable receipt that can be given to those who donate money or other items to help prevent, prepare for, and respond to emergencies in your area. Insert at least one illustration on the worksheet. Preview and print the receipt.

PORTFOLIO CHECKLIST

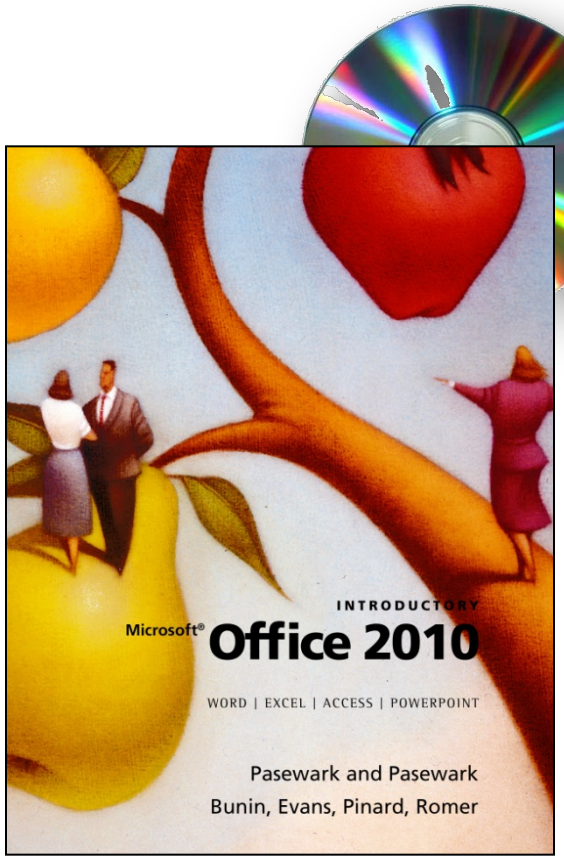
_____	Lesson 1	LostArt2 *XXX*.xlxs
_____		Test Grades *XXX*.xlsx
_____	Lesson 2	Team Stats *XXX*.xlsx
_____		Time Sheet2 *XXX*.xlsx
_____	Lesson 3	Open Water2 *XXX*.xlsx
_____		Trip Budget *XXX*.xlsx
_____	Lesson 4	First Quarter *XXX*.xlsx
_____		Sales Projections2 *XXX*.xlsx
_____	Unit Review	Annual Sales2 *XXX*.xlsx
_____		Baseball2 *XXX*.xlsx

Critical Thinking Activities allow students to think critically and more globally to complete the projects, building critical thinking skills.

Instructor Resources

An Instructor Resource CD available with this book includes:

- Instructor's Manual
  - Chapter overviews
  - Detailed lecture topics
  - Teaching tips
- PowerPoint presentations
- Solutions to exercises
- Student Data Files
- Test banks
- ExamView test generator and testbank
- eBook available



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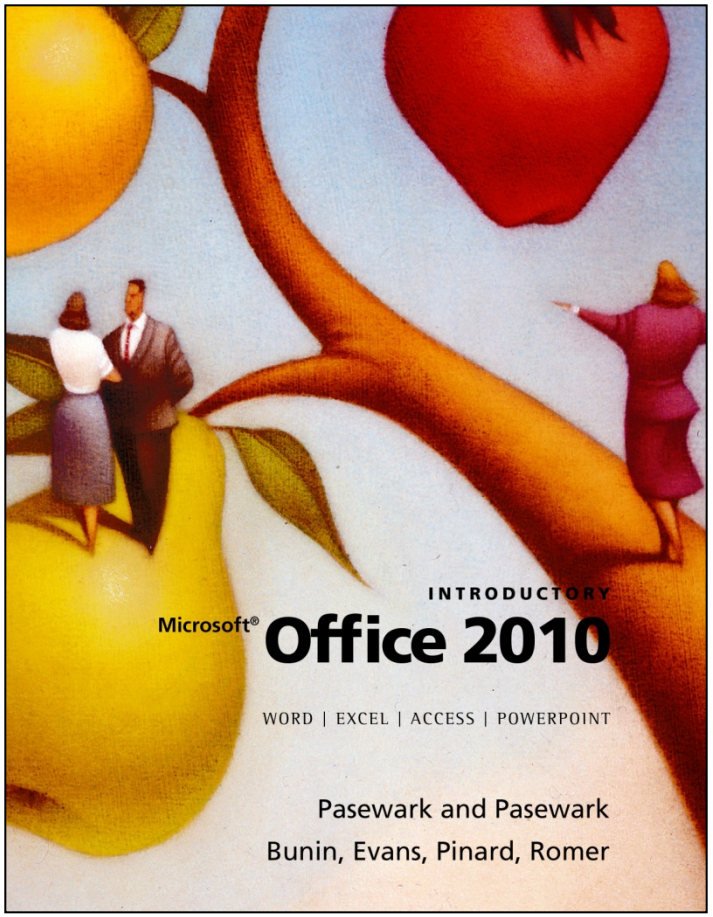
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